



East Hampton
Brownfields Redevelopment Agency
Town of East Hampton
Connecticut

December 2, 2014

Michael Maniscalco
Town Manager
20 East High Street
East Hampton, CT 06424

Re: Town of East Hampton, CT
Cooperative Agreement # BF-96131801
Community-Wide Assessment Grant
East Hampton, CT 06424

Dear Mr. Maniscalco:

The Town of East Hampton Brownfields Redevelopment Agency, respectfully recommends that the attached task authorization request dated November 20, 2014 be approved.

BACKGROUND

As you are aware, the Town of East Hampton was awarded a \$200,000 Assessment Grant by the US EPA in 2010. A Request for Qualifications process was conducted at that time and in early 2011, the Town Council granted the Brownfield Redevelopment Agency's request to enter into contracts with one or more of the three qualified consultants identified through the selection process to perform work using available grant funding.

The initial work under the grant included the collection of soil and groundwater samples at 27 Skinner Street (EpochArts). At this time the remaining grant balance is approximately \$84,600.

The Brownfield Redevelopment Agency has selected Fuss & O'Neill as the preferred pre-qualified firm to conduct additional environmental assessment activities in the Village Center.

The goal of the currently contemplated activities is to provide a better understanding of the groundwater quality within the Village Center.

Based on the negotiated scope of work (attached), the Brownfield Redevelopment Agency recommends that Fuss & O'Neill be awarded a task order in the amount of \$29,460.

RECOMMENDED MOTION

Resolved that the Town Council Authorize the Town Manager to enter into a contract with Fuss & O'Neill in the amount of \$29,460 plus costs as site conditions dictate, but not to exceed the balance of the grant, to conduct a groundwater assessment within the Village Center and at the direction of the Brownfield Redevelopment Agency.

ALTERNATIVE ACTIONS

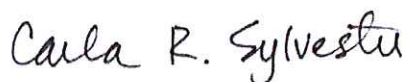
The alternative action would be to not proceed with the planned scope of work.

FISCAL IMPACT

The funds for this work would be allocated from the grant awarded to the Town.

Please contact us at 860-267-4468 with any questions.

Sincerely,



Carla Sylvester, PE, LEP
Chair, East Hampton Brownfields Redevelopment Agency

Agency Members include:
Cindy Karlson, Esq., Vice-Chair
Scott Bristol, LEP
William DeMore, Esq.
MaryAnn Dostaler
Kay Willson
Daniel Wolfram, CHMM, LEP

FUSS & O'NEILL, INC.
TASK AUTHORIZATION REQUEST

Prepared For: Town of East Hampton
Project Name: Village Center
Contact: Cindy Karlson

Prepared By: Stefanie Wierszchalek, Daniel Jahne

Date: November 20, 2014

F&O Project No: 20110037.A11

Project Title: Brownfield Environmental Services
Village Center - Groundwater Quality Sampling

Reference to: Professional Service Agreement Dated June 4, 2014

Task Overview

Fuss & O'Neill provides this task authorization request to complete the following environmental services tasks. The tasks proposed herein are based on our understanding of the Town's request to evaluate current overburden groundwater conditions at the Village Center.

GROUNDWATER QUALITY INVESTIGATION

Task 1 – Respond to EPA Comments on Site-Specific QAPP: This task includes the review and response to comments or questions the EPA may have on the Site-Specific QAPP Addendum submitted for this project. Budgeting assumes one round of response to EPA comments on the QAPP Addendum will be performed.

Task 2 – CBYD & Monitoring Well Assessment: As part of this task, Fuss & O'Neill field personnel will conduct a site visit to mark the proposed locations of the 6 overburden monitoring wells to be installed and will contact "Call Before You Dig", as required by state law, to identify the locations of underground utilities in these areas.

At this time, Fuss & O'Neill will also assess the current conditions of the existing monitoring wells located on 13 Watrous Street and 103 Main Street (up to 7 wells). The depth to water and total depth of each monitoring well will be gauged and the overall condition of the monitoring well (including concrete pad, gripper cap, general PVC condition, etc.) will be assessed. Based on this information, a determination will be made if the previously existing monitoring wells will be used as part of the well network for sample collection. We will contact the Brownfields Committee to discuss if changes in the number of wells to be sampled are warranted as a result of the inspection.

Task 3 – Overburden Monitoring Well Installation & Development: Fuss & O'Neill field personnel will provide oversight of the designated drilling subcontractor, Glacier Drilling LLC, as they install up to 6 overburden monitoring wells using a Geoprobe drill rig.

During the installation activities, overburden soils will be visually inspected and characterized in 2-foot intervals and the final well depths will be determined based on the observation of the groundwater table. Based on our current understanding of the subsurface geology, targeted overburden well depths are anticipated to be between 10 to 20 feet below grade, which is the depth range where bedrock in the study

area will likely be encountered.

The monitoring wells will be constructed of 1 ½ -inch diameter PVC with a 10-foot screened interval targeted to screen across the water table. The screened intervals will be pre-packed with well filter sand and a bentonite seal will be placed above the screen. The remaining annular space in the borehole will be filled to grade. Each monitoring well will be completed at the surface with a roadbox set in concrete.

Following the installation of the monitoring wells, Fuss & O'Neill will develop each monitoring well (13 wells anticipated including the previously existing wells) using surge and purge techniques to remove any sediment that may have settled during installation activities or over time. This will ensure proper hydraulic connection within the wells and that representative groundwater samples can be collected from each well.

We assume that all excess soil generated during the monitoring well installation activities will be drummed or otherwise containerized and stored at 13 Watrous Street (or another town-owned property) pending ultimate off-site disposal. Fees for the collection of waste characterization samples and for the disposal of excess soil and/or water are **not** included in this task authorization request.

Task 4 – Monitoring Well Elevation Survey: The monitoring wells included in the sampling program will be surveyed by a licensed surveyor in reference to horizontal datum NAD83 and vertical datum NGVD29.

Task 5 – Groundwater Sampling: Fuss & O'Neill will wait approximately one week following the installation and development of the monitoring wells to allow adequate time for the groundwater aquifer to stabilize prior to collecting the groundwater samples. Each monitoring well (13 wells anticipated) will be sampled using low flow sampling techniques and groundwater quality parameters will be recorded prior to sample collection.

Samples will be collected in laboratory-provided glassware and submitted to Phoenix Environmental Laboratories for analysis of one or more of the following constituents of concern:

- Volatile Organic Compounds (VOCs) via USEPA Method 8260
- Extractable Total Petroleum Hydrocarbons (ETPH) via CTDEEP Methods
- Polyaromatic hydrocarbons (PAHs) via USEPA Method 8270

Task 6 –Groundwater Quality Report: Following receipt and review of the analytical data, Fuss & O'Neill will prepare a Groundwater Quality Summary Report which will include the following:

- Documentation of the field activities conducted, including sample collection procedures
- A summary of the analytical results obtained during the 2014 investigation
- A table of the analytical results as compared to current remediation standards
- A groundwater contour map showing monitoring well locations, groundwater elevation and groundwater flow direction
- Three figures depicting concentrations for key target parameters will be prepared
- Appendices including historical data (obtained and tabulated by others)

Estimated Fees

We propose to perform the services described above on a not-to-exceed time and materials basis in accordance with our Professional Services Agreement dated June 4, 2014 and Rate Schedule. We recommend that you establish the following budget for the tasks described above:



<u>OVERBURDEN GROUNDWATER QUALITY INVESTIGATION</u>	
Task 1 – Respond to EPA Comments on Site-Specific QAPP	\$1,400
Task 2 – CBYD & Monitoring Well Assessment	
Professional Fees	\$1,050
Direct Costs	\$150
Task 3 – Overburden Monitoring Well Installation & Development	
Drilling Subcontractor*	\$6,400
Professional Fees	\$4,000
Direct Costs	\$850
Task 4 – Monitoring Well Elevation Survey	
Surveying Subcontractor*	\$3,200
Professional Fees	\$480
Direct Costs	\$70
Task 5 – Groundwater Sampling	
Laboratory Costs	\$3,110
Professional Fees	\$3,000
Direct Costs	\$750
Task 6 – Groundwater Quality Data Management & Investigation Report	\$5,000
Total	\$29,460

* Subcontractor costs include 5% markup as indicated in the June 2014 Professional Service Agreement

The estimated fees for the tasks involving field work are based on the assumption that free and clear access to the work locations exists. Should actual conditions such as snow cover, snow banks, or obstructions (vehicles, equipment) impede access to work areas, which could potentially result in additional time or cost to complete a task, we will contact the Brownfields Committee to obtain additional authorization to proceed.

Schedule

Estimated Well Installation Start Date: TBD based on Receipt of QAPP Approval from EPA

Authorized By: _____ Date: _____

Title: _____

Regional Performance Incentive (RPI) Program

Resolution of Endorsement and Authorization

(To be completed by the City or Town Clerk)

The Legislative Body* of the Town/City of _____

convened on _____ (date) and adopted a resolution by

the vote of _____ to _____ which endorsed the **Regional Performance**

Incentive Program proposal(s) listed below, referenced in Connecticut General Statutes Section 4-124s, (2014 Supplement). *(Please list all proposals below.)*

1. Regional Parcel Update Municipal Coordination and Inland Wetland Layer Project
2. The Lower CT River Region RiverCOG Tourism and Transit Study and Marketing Plan
3. State-Regional Cooperative Aerial Flyover and Lidar Data Project

In addition, the Legislative Body* has authorized _____
(name and title)

to act on this endorsement by signing all necessary agreements and take all necessary actions related to this proposal to enter into a binding agreement with the Office of Policy and Management according to terms of the RPI grant program.

Attested to by:

Name: _____

Title: _____
(City/Town Clerk)

Date: _____

***NOTE:** For the purposes of the **Regional Performance Incentive (RPI) Program**, "legislative body" means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the mayor and burgesses of a municipality.

RPI Grant Proposal 1: RiverCOG Tourism Study and Marketing Plan

Shared Service Justification: Estimated cost for each town for a similar study (\$50,000) Cost Savings/Town = \$34,000

Preliminary Analysis

Ongoing research is identifying tourism as a significant economic sector in the RiverCOG region.

By what method can policy makers, businesses and residents understand the economic impact of tourism to job and business creation in the RiverCOG region? What is the outsider's perception of this region? Is the region one attraction at a time destination or does the region offer opportunities for an expanded experience? It is possible that each town has one, two, or more specific tourism attractions, but how can the towns collectively work together to "expand the experience" for the visitor? How can we leverage partnerships with the Central CT Tourism District, major tourist venues, and existing sub-regional tourism advocacy groups?

Scope of Work:

This RPI Grant Proposal for a RiverCOG Tourism Study and Marketing Plan will:

- Examine the value of creating a regional organization for the seventeen member towns to foster partnerships with existing or emerging municipal or sub-regional tourism activities or organization
- Evaluate existing inventory of tourism assets and tourism sectors within the region. Research current market trends in tourism to gauge the climate for RiverCOG tourism opportunities: successes and failures of similar attractions or the same target audience; capitalize on any successful initiatives. Analyze the geographic areas and demographics for marketing.
- Analysis unique and creative ways to show appreciation to current visitors to the region. For example; *intercept surveys, a regional tourism headquarters to promote the national significance of the region and all the amenities available to tourists; an inventory of preferred businesses needed to support the tourism economy, land use strategies to promote experience; tagged as the friendliest area in Connecticut with develop "welcome passports" to be used at businesses, restaurants and hotels where visitors are provided with a free "extra" as a way of showing appreciation.*
- A technical analysis and plan of the transit system in the RiverCOG region to support the operation and development of the "RiverCOG Tourism Economy" and act as an tourism attraction is its own right (*such as train trips, scenic byways and rural road journeys, connections to villages, bikeways, iconoclastic bus stops, trails*). Route and operations analysis will identify cost-effective methods for future shared transit investments. Member municipalities will benefit from improved access to tourism amenities in their towns. The focus on regional transit access and connections to Bradley Airport, rail stations and connecting bus routes is essential for the RiverCOG tourism economy. A potential rise in fuel prices could impact every aspect of tourism, and the RiverCOG Tourism Marketing Plan must identify scenarios and resourceful approaches to meet these potential challenges.

Proposed Budget for Grant Submittal

Regional Tourism Study and Marketing Plan	\$100,000
Tourism/Transportation Operational Study	\$110,000
Administration and Staff Support	\$30,000
Mapping and Data Services	\$35,000
Total Request:	\$275,000

RPI Grant Proposals 2 and 3: GIS/Regional Parcel Update (3 Years), Municipal Wetland Mapping, and Aerial Flyover and Lidar Data

RiverCOG's RPIP Technical Committee met on November 18th to discuss options for a grant application for continued support to the towns and the region for GIS mapping and parcel updates. The Technical Committee examined:

- the merits of annotation to the existing layer,
- updates to the regional parcel data set,
- a proposal for cooperative participation with other regions for a statewide aerial flyover, and
- the mapping of municipal wetlands or zoning layers.

Based on the Committee's discussion and knowledge of potential cost savings for member municipalities, the consensus was to focus on the updates to the regional parcel dataset, mapped wetlands for the member municipalities, and great enthusiasm was expressed for the cost savings attributed to the aerial flyover and Lidar data. The following two projects are recommended grant proposals:

Project 2 - RiverCOG Lead Agency (RPIP Technical Committee to provide advisory support role to staff)

- A. Update and maintain regional parcel data set for 2014, 2015, and 2016. Total Project Costs:
 - Consultant Costs - \$50,000/yr. for 3 years = \$150,000
 - Administrative-Data Support Costs - \$18,000
- B. Create Regional wetland layer from existing surveyed mapped wetlands and maintain through 2016
 - Consultant Costs: \$90,000.00 16 towns @ \$5,000 each, plus update for 17th. (*Saybrook's wetland layer is already completed to 2013*)
 - Administrative Costs - \$5,000

Project Total Request: \$263,000

Project 3 - Regional participation in state-wide fly over and Lidar data (CRCOG to provide statewide regional lead with advisory committee members from each of the other Councils of Government). It is anticipated that state agencies will also contribute to the cost of the flyover and the regional costs will be in the range of \$100,000 - \$150,000 based on information the Statewide Regional GIS group meeting with CTOPM.

Project Total Request:

Total Submittal for 2014 RPI Funds: \$638,000



Economic Development Survey

This survey was developed by the East Hampton Economic Development Commission (EDC) in an effort to identify the what, where, when and how residents of the Town of East Hampton, CT would like their community developed. The following is a 20 question survey to help us determine how you view the future development of East Hampton, followed by a demographics section. Your answers will be anonymous. Please complete the survey and turn it into the Town Manager's Office at 20 East High Street, East Hampton, CT 06424 with the below application to be entered to win a local business prize.

1. How satisfied are you with the selection of current retail businesses and services in the Town of East Hampton, would you say you are: (Circle one)

Very satisfied
Somewhat satisfied

Somewhat dissatisfied
Very dissatisfied

2. Think about the retail shopping and eating opportunities now available in the Town of East Hampton. What TYPE of additional shopping or eating opportunities would you most like to see in East Hampton?

(Write answer here)

3. If any, what specific BRAND of that business would you most like to see in the Town of East Hampton?

(Write answer here)

4. How often do you do retail shopping in the Town of East Hampton? Would you say (Circle one)

Always
Most of the time

Occasionally
Never

5. When you do shop in the Town of East Hampton, is the main reason that: (Circle one)

The stores are close to home
Easy parking

Close to your work
Lower prices

There is a wide variety of goods
Support Local business
Other (Describe)

6. When you shop **outside** of the Town of East Hampton, is the main reason: (Circle one)

The stores are close to work

There is a wide variety of goods

Easy parking

Lower prices

Some other reason (Describe below)

7. How often do you shop for **services** in The Town of East Hampton, would you say:

Always

Most of the time

Occasionally

Never

8. What is the best thing about the Town of East Hampton? (Rate 1-9 ~~Community Characteristics~~ circle one)

Small town/quaint/quiet/clean

Friendly nice people

Community/neighborhood atmosphere

Safe/good police protection

Family/children friendly

Location and convenience

Good schools

Low taxes

Grew up in East Hampton, long history in the town/ family in the town

Other

9. Where did you make your last purchase of more than \$200 other than for an automobile?
(Write answer here)

~~10. If a large retail store were to come to East Hampton do you think the town would financially gain or lose from the development? (Circle one)~~

~~Gain / Lose~~

10. Would you welcome the EDC to pursue a large retail store for the Town of East Hampton?

Yes / No / Maybe

11. How about a large industrial facility?

Yes / No / Maybe ~~Gain / Lose~~

12. How about a large housing subdivision?

Yes / No / Maybe ~~Gain / Lose~~

13. Which of the following statements comes closest to your own opinion: (Circle one)

A) The Town of East Hampton needs to increase business development in order to survive; OR

B) Business development is a threat to the character of the town OR,

C) Would you say that you fall somewhere in the middle?

D) Other: _____

~~14. What kind of development would you favor the MOST? Would you favor (Circle one) retail development, office space development, manufacturing development, or no development at all?~~

~~15.14. What kind of retail development would you favor MOST, (Circle one) a collections of smaller retail stores such as those in downtown East Hampton, or larger chain-type retail stores like the Berlin Turnpike?~~

~~16.15. Below is a list of things that people have suggested that the East Hampton town government might do about economic development. (Rate them 1-4 with one being the best) For each one, write if it is very important, somewhat important, not too important, or not important at all.~~

Office Development _____

Retail Development _____

Industrial Development _____

Residential Development _____

~~17.16. There are various types of initiatives that the town could pursue in order to create economic development. (Rate them 1-4 with one being the best) For each initiative write whether you strongly favor, somewhat favor, somewhat oppose, or strongly oppose that type of role for the town.~~

Tax incentives _____

Set aside funds for Infrastructure improvements _____

Marketing plan to recruit businesses _____

Zoning changes _____

~~18. Do you think the Town of East Hampton should discourage business development in order to maintain its small town character if it would mean an increase in every East Hampton household's taxes (including yours) of \$100 per year? (Circle one) Yes / No~~

~~How about an increase of \$50? (Circle one) Yes / No~~

~~19. Do you think the Town of East Hampton should provide financial incentives to businesses to locate in the Town if it would mean an increase in every East Hampton household's taxes including yours of \$100 per year? (Circle one) Yes / No~~

~~How about an increase of \$50? (Circle one) Yes / No~~

~~17. Would you support a limited public water system for the Town of East Hampton?~~

~~Yes / No / Maybe~~

~~20.18. Do you have any other comments:~~

DEMOGRAPHIC INFORMATION**GENDER:** (Circle one) Male / Female**HOUSING:** (Circle one) Own / Rent / Live with relatives**AGE:** (Circle one) 18-20 21-30 31-40 41-50 51-60 61-70 71-80 81-90 91+**How many years have you lived in East Hampton CT?** _____~~**Educational Attainment** (Circle One): Grade school or less/ Some high school/ High school grad/ Some college/ College grad/ Post graduate/ Don't know/ Refused~~**House hold income:** \$ _____**RAFFLE FORM**

To be eligible to win a prize in the local business raffle the following criteria must be met:

1. Live in East Hampton, CT
2. Over 18 years old
3. Completed and turned in the Economic Development Survey
4. Completed and turned in the raffle application

If you meet the above requirements you can have a chance to win:

Prize 1.

Prize 2.

Prize 3.

Prize 4.

Prize 5.

Return this page with your completed survey and you will be entered in a chance to win one of the above prizes.

Name: _____

Mailing Address: _____

Email: _____

Phone _____



Meeting Rules of Decorum

TOWN COUNCIL

Barbara Moore,
Chairperson

Kevin Reich,
Vice Chairman

Patience Anderson

Ted Hintz, Jr.

George Pfaffenbach

Mark Philhower

Philip Visintainer

ACCEPTED BY THE TOWN COUNCIL ON: ____ (DATE) ____

- All participants in public comment will be allowed 3 minutes only.
- All Public comments must be made from a designated location and must:
 - Start with name and address of speaker;
 - Be spoken into the microphone;
 - All communications will be recorded.
- All communications should be directed to the Chair.
- Profanity and obscene gestures of any kind will not be tolerated.
- Applause, booing, hissing and heckling from the audience will not be tolerated.

East Hampton Town Council
2015 Meeting Dates
6:30 p.m.

(Second and Fourth Tuesday)

January 13
January 27
February 10
February 24
March 10
March 24
April 14
April 28
May 12
May 26
June 9
June 23
July 14
July 28
August 11

Summer Recess (no meeting Aug. 25)

September 8
September 22
October 13
October 27
November 10
November 24
December 8

Winter Recess (no meeting December 22)

December 1, 2014

Town Clerk, East Hampton Connecticut

This is to serve as my resignation from the East Hampton Board of Finance as of this date.


Donald J Coolican

RECEIVED FOR RECORD
TOWN CLERK'S OFFICE

2014 DEC 1 PM 2 37

SANDRA M. WIELEBA, TC
EAST HAMPTON, CT 06424



AGENDA
ITEM # 13

Office of the COLLECTOR OF REVENUE
NANCY HASSELMAN, CCMC
nhasselman@easthamptonct.gov

December 5, 2014

To: The East Hampton Town Council

Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$259.48.

Thank you for your assistance.

Nancy Hasselman, CCMC

Nancy Hasselman, CCMC
Collector of Revenue

	C
31 • 79	+
42 • 88	+
184 • 81	+
259 • 48	*
0 • C	